

GENERAL

1-1 PURPOSE: The purpose of this SOP is to provide policies and procedures to be followed by all and not limited to, Army National Guard (ARNG) units and US Army Reserve (USAR) units for planning, requesting, scheduling, coordinating, and visits at the National Training Center (NTC) Fort Irwin, California. The Protocol Office assists in coordinating installation support for all related to activities involving Protocol for O-6's and above and their foreign and civilian equivalents.

1-2 APPLICABILITY: This SOP is extracted from NTC Circular 600-60. This circular is from the Protocol Bureau. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, National Training Center and Fort Irwin, ATTN: AFZJ-PB, Box 105065, Fort Irwin, California 92310-5065. This circular is in accordance with FORSCOM Regulation 350-50, and the Department of the Army accepted Protocol Procedures and is applicable to all units assigned or attached to the National Training Center (NTC).

1-3 RESPONSIBILITIES:

a. Chief, Protocol Bureau: Conducts the installation's protocol program for the NTC by for implementing all procedures concerning domestic, foreign, military and civilian protocol administration. Uses knowledge of the Department of Defense and the U.S. Army protocol policies and procedures to develop directives and instructions. Attends periodic meetings, briefings and training to provide policies and procedures to senior military and civilian personnel regarding DV's functions. Directs and superintends the planning and coordination of activities for official functions of the Command Group. Prepares performance standards and evaluations on subordinates.

b. Deputy Chief Protocol Bureau: Coordinates directly with the distinguished visitor or their office concerning all details of the visit. Receives a draft of the "visit concept" from the Bureau Chief and then prepares a detailed itinerary that includes all essential items. Conducts initial coordination with on-post offices and agencies (to include ensuring the parent unit is aware of DVs who would like to visit any of their subordinate units). Coordinates with the appropriate agency for lodging, meals, and transportation requirements. Ensures visit plans include appropriate diplomatic formality and required customs and courtesies are followed. Performs numerous tasks as "Protocol subject matter expert" for the installation.

c. Protocol Escort Officer: Assists the Chief, Protocol Bureau in escorting U.S. and foreign DVs. Serves as Information System Security Officer (IASO), Information Management Officer (IMO), Security Manager, Building Manager, Telephone Control Officer (TCO) and Fire Marshall. Assists in planning itineraries for DVs to familiarize them with the mission, organization, and operations of the NTC while meeting their visit intent.

d. Protocol NCOIC: Supervises military personnel. Supervises the maintenance and accountability of GSA and tactical vehicles. Keeps the Post Command Sergeant Major informed on all the Command Sergeants Major visits and itineraries when visiting the NTC. Coordinates with organizational elements and tenant units concerning visitor activities. Responsible for an sub-hand receipt for all protocol property.

e. Protocol Transportation NCO: Manages, maintains, dispatches and accounts for all Government Services Administration (GSA) and tactical vehicles. Schedules drivers and dispatches vehicles based on DV itineraries. Coordinate with organizational elements and tenant unit concerning visitor activities.

f. Services/Food NCOIC: Manages the Irwin House and all furnishings and installed equipment and appliances. Ensures the Irwin House is maintained at the "Five Star Hotel" standard in all aspects of appearance, cleanliness and comfort. Additionally, is responsible for inspecting each DVQ in the Landmark Inn for cleanliness and comfort and will ensure beverages and snacks are stocked per their requirements. If deficiencies are found, the Landmark Inn manager is to be notified to correct the deficiencies. Further, for all Colonels' and above, a welcome package will be placed in the room in a strategic location for the visitor. Further, the NCOIC is responsible for providing food service support to DVs to include continental breakfasts, sack/box/working lunches, and is responsible for the preparation of dinners if necessary. Additionally, is responsible for providing refreshments for the Commanding

General's meetings and briefings (coffee/tea/water) on order. Also provides assistance to the Commanding General for all social functions held at Quarters One and the Irwin House per the CG's request.

g. Food Service Specialist: Assists the NCOIC in conducting the services/food service in preparing meals during a DV's visit. Additionally, provides refreshments for meetings and briefings (coffee/tea/water) on order. Also responsible for preparing and purchasing food items for refreshments, continental breakfasts, and box lunches as needed. Working lunches that require food purchases must be requested no later than 0800 on the day of the luncheon. Also, provides assistance to the NCOIC for all social functions held at Quarters One and the Irwin House.

h. Protocol Coordinator: Receives requests for DVQ billeting from visitors. Specifically responsible for overseeing the lodging, dining arrangements, and recording of each DV's visit. Makes billeting reservations and synchronizes the usage of limited DVQ units. Coordinates with all levels to assist in developing itineraries and scheduling visitors. Provide other organizations with assistance in protocol matters. Serve as the NTC Protocol Budget Specialist, which involves the purchasing of protocol office supplies, computer equipment and furniture. As the Budget Specialist, the Protocol Coordinator will handle all TDY matters and all other budget matters.

i. Base Operations: (Coyote Base or Base): Coyote base is the information hub of the Protocol Bureau and is manned and staffed to monitor the incoming telephone calls to the Protocol Bureau's staff during duty hours. Coyote Base will monitor the RCS Radio Base Station and the NTC command RCS channels during a distinguished visitor's visit to the NTC. Coyote Base will assist the Protocol Coordinator by disseminating itineraries and notification through "Day Outs" to all agencies and personnel identified on DV itineraries. Coyote base will monitor the DV's itinerary and movement throughout the visit and coordinate all changes in the itinerary with the escort officer and other NTC staff agencies using the RCS mobile radios and the direct mode communication system and will maintain open communication with the escort officer at all times.

1-4 MISSION: The NTC Protocol Bureau will provide Protocol support to all units and agencies on Fort Irwin and the National Training Center involving O-6's and above as well as their foreign and civilian equivalents.

1-5. Execution-General

The Protocol Bureau at Ft. Irwin and NTC supports the Command Group, Tenant Units/Agencies, and Rotational Units. The Protocol Bureau is responsible for most of the Distinguished Visitors (military, civilian, and foreign) visiting the NTC each month. Protocol is responsible for supporting the CG's Change of Command and assist other units with protocol events. Protocol is responsible for hosting the CG's New Year Reception and reviews other ceremonies (seating charts, table set up, and enforces army traditions). NTC Protocol Bureau provides assistance to the Commanding General for all social functions held at Quarters One.

1-6. NTC Visit Procedures

The NTC has limited facilities, vehicles, and escort personnel to support visitors. NTC objectives for protocol visits are to accommodate all visitors with appropriate protocol procedures in accordance with (IAW) Department of Army (DA) Pamphlet 600-60 and Forces Command (FORSCOM) Regulation 350-21.

- a. When a point of contact (POC) for a potential visitor makes contact with the Protocol Office (via message, telephone, fax, or in person), a protocol representative will complete a checklist. If the POC does not have complete information, a follow-up contact should be arranged. Ensure the DSN and commercial telephone prefixes are recorded.
- b. Visitor Intent: The visitor's intent and purpose of the visit is the most critical factor in determining how to process a DV request, obtaining CG approval, and developing an itinerary. Discuss any other pertinent data such as previous visits, if any, relationship of visit to duty position, future rotations, etc.
- c. Foreign Visitors: Foreign visits are requested two ways. The most common way is to receive foreign visit requests through message traffic originated by the potential visitor through their embassy. Secondly, usually associated with significant foreign military and civilian leadership, is direct coordination by DAMI-FL (Department of Army, Military Intelligence-Foreign Liaison). All requests for visit authorizations (RVA) or invitations to visit from foreign nationals to the installation will be approved by the Commanding General or the

deputy Commander and Chief of Staff. No foreign representatives is authorized to directly contact any U.S. Army activity unless they are on a visit authorized by HQDA Deputy Chief of Staff for Intelligence (DADCSINT) or is traveling on a valid invitational travel order (ITO). Foreign representatives making unsolicited contacts, telephonic or otherwise with NTC and Fort Irwin activities must be referred to Security for guidance. NTC personnel, receiving such calls or correspondence, will instruct the foreign representative of the need to contact their military attaché in Washington for Clearance by DA. When it is determined a foreign representative is enroute to Fort Irwin or arrives at Fort Irwin with no visit or accreditation authority, the NTC G-2 Foreign Disclosure Officer (FDO), Commercial (760) 380-3711 or DSN 470-3711, must be informed immediately. NTC and Fort Irwin personnel desiring to invite foreign representatives to their activities must coordinate the invitation through Command Foreign Disclosure channels. At NTC and Fort Irwin, the FDO processes all requests for visits, documents and certifications of foreign nationals, and will ensure coordination is made with FORSCOM prior to extending the invitation. The majority of visits by foreign representatives to NTC and Fort Irwin activities are conducted as "self-invited" (at no cost to the U.S. Government). The foreign request for visit process begins with the foreign embassy concerned submitting an RVA to the Army Foreign Liaison. The RVA is then staffed to the applicable FORSCOM installation/activity for action along with information copies to HQ FORSCOM and other activities who may wish to comment. Upon receipt of the RVA, NTC and Fort Irwin may concur or nonconcur. The coordination and support for foreign visitors, once a request is approved, is handled in two ways. Visits from civilian and senior military officials in the rank of Colonel and above or equivalent civilian grade/position are executed by the Protocol Bureau. The rank of Lieutenant Colonel (or equivalent) and below are initially coordinated for, then tasked to a unit, directorate or special staff (dependant on the purpose of the visit) for sponsorship by G-3. Once the sponsor has been identified, he will coordinate with G-2 for the initial inbrief. If the NTC concurs with the proposed visit at the unclassified level, the sponsor holds the responsibility to coordinate with briefing individuals and activities associated with the visit. With the exception of providing a copy of the NTC Focus Brief to visitors, only oral and visual information is authorized for release. Requests for controlled unclassified information (CUI) for disclosure and release in conjunction with visits must be limited to information that is essential for successful accomplishment of the purpose of the visit. Information considered essential for disclosure will be reviewed by the G-2 prior to tendering the invitations. The rules concerning contact with foreign representatives were established to protect national security interests, DoD, the U.S. Army and the individuals. It is important for all subordinate units, directorates, and organizations to be aware and to comply with these requirements.

- d. Staff Visitors. NTC Brigade (O-6) level commanders may invite visitors such as contractors, guest speakers, instructors, and guests for changes of command. These requests require FORSCOM approval. The Commanding General will approve visits that involve Flag Officers. Subordinate commanders must submit requests through the Protocol Bureau addressed to the NTC Commander for approval. Hosting agencies are required to notify NTC Protocol Bureau of an upcoming staff visit for scheduling on the Long Range visitors calendar and for billeting. The command group will be kept informed of all staff visitors by NTC Protocol Bureau. When the hosting agency notifies Protocol of a staff visit, NTC Protocol will schedule on post billeting as required, and if available Hosting agency will send a proposed itinerary along with the escort officer to NTC Protocol Bureau for coordination with the Chief of Protocol, no later than 10 days prior to the arrival of staff visitors. NTC Protocol is responsible for the coordination of all itineraries. At a minimum the following information must be included on a request: Name and telephone number of the requestor (POC), Rank, name(s), title of the distinguished visitor, Primary date(s) of visit, Alternate date(s) of visit, task and purpose of visit, and proposed itinerary.
- e. National Guard and United States Army Reserve (USAR) Visits will be coordinated by the Senior Army National Guard Advisors and coordinated with the NTC Protocol Bureau.

Distinguished Visitors

- a. General: Visits to the NTC by U.S. and foreign military and civilian leaders is desirable. However, these visits must be carefully scheduled to prevent adverse effects on the exercise, rotational unit, or O/C's. FORSCOM is the approval authority for all visits to the NTC.
- b. Visits to the NTC are prioritized as follows:
 - (1) Category I: Personnel participating in FORSCOM-approved training programs and rotational unit chain of command.

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- (2) Category II: Distinguished U.S. military and civilian leaders who allocate resources and determine policy for the Army. Includes senior members of the executive branch, congressional members and staff, and senior military and civilian leaders.
- (3) Category III: Other distinguished U.S. and foreign visitors including executives.
- (4) Category IV: National News Media.
- (5) Category V: All others not contained in the preceding categories, e.g., civic groups, local news media, and U.S. military not involved with training.

Visit Request.

a. All requests for visits to the NTC must be submitted to FORSCOM for approval.

(1) Memo address:

Deputy Chief of Staff of Operations
ATTN AFOP-OCT
Us Army Forces Command
1777 Hardee Avenue SW
Fort McPherson, GA 30330-1062

(2) EMAIL address:

CDRFORSCOM FT MCPHERSON GA//

(3) POC: FORSCOM AFOP-OCT, DSN 364-5330, Comm (404) 464-5330.

b. Requests must include the following information:

- (1) Purpose of visit and name, rank, and job description of senior visitor and other members in the visiting party.
- (2) Primary and alternate visit dates.
- (3) Type of training/activity to be visited/observed.
- (4) Type of briefing(s) desired.
- (5) NTC point of contact, if applicable and POC for additional information

c. If approved by FORSCOM in concept, the request is forwarded by FORSCOM through the Fort Irwin Protocol Office to the CG, NTC, for approval/disapproval based upon rotational and visitor schedules.

d. If the CG, NTC approves the visit, the NTC Protocol Office will coordinate directly with the requestor. If the request is disapproved, the Fort Irwin Protocol Office will inform FORSCOM of the disapproval and FORSCOM will notify the requestor.

e. Contact with NTC Protocol prior to submission of a visit request to FORSCOM is limited to preliminary coordination to generate the unit visit request. The visit approval process does not begin until the visit request is received by FORSCOM

NTC Protocol Administrative Procedures.

a. Upon NTC and Fort Irwin Protocol Office receive a visit request memo from FORSCOM, coordination begins to generate a Visit Request Checklist. Once completed, the Visit Request Checklist is forwarded to the CG, NTC and Fort Irwin, for approval/disapproval. The CG reviews all visit requests without exception.

b. NTC and Fort Irwin Protocol Office will arrange lodging for COLs and above, and their CSM depending on availability.

c. NTC and Fort Irwin Protocol Office will encourage visitors to provide their own transportation from Ontario, LAX, or Las Vegas airports.

FORSCOM Reg 350-50-2 Visitor Procedures.

The following briefings are available to visitors upon request:

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- (1) NTC and Fort Irwin Focus Brief (90 min).
- (2) Tour of the Operations Center (45 min).
- (3) After Action Reviews (AARs) (2 hr).
- (4) Fort Irwin Aerial Tour (1 hr). Based on aircraft availability, needs CG's approval.
- (5) Futures Brief (1 hr).

Itinerary Development: The following timeline follows an itinerary development from initial request through the arrival of the visitor. (BRD-Between Rotation Days, RSOI-Reception, Staging, Onward Movement and Integration).

- (1) Requests are submitted to FORSCOM NLT 60 days prior to the desired visit date.
- (2) Final approval received from FORSCOM approximately 30 days prior to the visit.
- (3) BRD 4: Chief of Protocol briefs the Chief of Staff on all non-standard visits.
- (4) RSOI 3: Chief of Protocol briefs Commanding General on the draft itineraries for the upcoming rotation and receives final approval for the coordination of individual itineraries.
- (5) RSOI 4: Protocol distributes itineraries throughout post, posts them in the public folders, and emails them to visitors. Protocol coordinates meals with Fort Irwin eateries. The Protocol Bureau will notify the appropriate agencies if adjustments and changes are made to the itineraries.

COMREL: (Community Relations) Takes place on RSOI 2 at Post Headquarters Conference Room to review PAO and protocol events. The Commanding General, Commanding General's spouse, Chief of staff, Post Command Sergeant Major, G-1, G-3, Protocol Chief, PAO Chief, Aviation, 11th ACR, Operations Group, TSC (Theater Support Command), and Garrison activities staff all attend COMREL.

Rehearsals: The Escort Officer, project officer, food service NCO, and transportation NCO will rehearsal the itineraries at least 24 hours before each to facilitate a smooth visit.

Final Coordination: RSOI 2, 7 days out change by either hand carry, e-mail, or 24 hour day outs.

Itinerary Timeline

D-90 RC visits submitted to USARC	JAN
D-60 Requests submitted to FORSCOM	FEB
D-30 FORSCOM Approves/Disapproves	MAR
D-15 Coyote 6 Briefs Lead 7	BRD
D-7 COMREL(RSOI 2)/ AMCM(RSOI 4)	APR
D-1 Final Itineraries Published (RSOI 5)	RSOI
D-Day Visits	TD 0-TD 14

Arrival: The escort officer will greet all guests arriving by POV or rental car at the visitor's center at the main gate in the uniform of the day. The visitors will follow the escort officer to Landmark Inn/Irwin House or Post Headquarters. If arriving by commercial air or MILAIR (Military Aircraft) and helicopter support is approved, the Escort Officer will meet the arriving visitor at Barstow/Daggett Airport, Ontario International Airport, Edwards Air Force Base, Southern California Logistical Airport, LAX (Los Angeles), and McCarran International Airport (Las Vegas) and ride with the DV on the helicopter to the Main Post Helo Pad. In all cases, a Protocol van will meet the guest at the PZ transportation.

Equipment Available to Visitors

- a. Secure phones are available to guests staying in the Irwin House and will also be available in the EOC, Bldg 237.
- b. Fax machines located in the EOC are available to guests staying at Fort Irwin. There are secure and non-secure lines available in the EOC [Secure Line: DSN 470-5170, Commercial (760) 380-5170 and the Non-Secure Line: DSN 470-4788, Commercial (760) 380-4788].
- c. For guest staying at the Irwin House, there is a fax machine available on a non-secure line [DSN 470-6321, Commercial (760) 380-6321].
- d. With prior coordination, 9MM pistols may be signed out from the Military Police Station by the Protocol NCOIC for use by senior U.S. Military visitors.

7. Protocol Support to NTC

Ceremonies

The Protocol Office serves as the Installation subject matter expert on protocol issues in regard to ceremonies and official functions and is responsible for those functions HOSTED BY THE COMMANDING GENERAL. For other functions, the protocol Office provides assistance and guidance to the hosting unit.

Changes of Command:

- a. Protocol Bureau will coordinate with SGS and PAO to develop recommended VIP roster for personnel to be invited to prepare and send invitations.
- b. Provides proper protocol support for the ceremony to the G-3. Coordinate with G-3 Plans and Operations for any additional support requirements.
- c. Provides seating arrangements for reviewing stand. Provide seating chart for guest seating area both large stand up easel and small copies for ushers.
- d. Assist MMC Commander with transportation requirements.
- e. Provide number of escorts needed for visitors.
- f. Provide NCOIC and brief ushers.
- g. Places name plates on chairs two hours prior to ceremony and Formal Lunches.

8. Protocol Support to Rotational Unit:

The unit will coordinate with the NTC Protocol Office on a daily basis to work out support requirements associated with unit visitors. The D-Rear will provide all support for BLUFOR visitors. The D-Rear is responsible for coordinating lodging, meals, and transportation for its visitors, to include transportation from and to the airports. BLUFOR visitors will coordinate all of their activities through the D-Rear Protocol Office. BLUFOR visitors will be escorted by D-Rear Protocol at all times while observing training in the maneuver box. BLUFOR visitors will not provide any assistance to the rotational unit. If assistance is provided the BLUFOR visitor will be escorted out of the box by an observer/controller (O/C). Visiting CGs and ADCs do not require O/C escort and may travel in the maneuver box as they require. During night operations, Chem-Lights will be used on vehicles for safety.

Unit Division LNO Cell will contact NTC Protocol upon arrival at the NTC and provide, as a minimum, the follow information:

- a. Projected visit dates for all unit VIP visits O-6 and above with name, rank, and projected visit dates.
- b. Division Forward Headquarters provides both tactical and non-tactical vehicles for their transportation. Special requests for aerial tours or other transportation requirements will be handled on a case-by-case basis.

8.1 Lodging: The NTC Protocol Bureau manages 10 rooms at the Landmark Inn and the Irwin House. The manager has delegated authority to the Protocol Coordinator to schedule visitors into the Irwin House and the protocol rooms at the Landmark Inn. Other factors such as group size and length of stay are considered when assigning lodging.

- (1) Utilization of the Irwin House will only be authorized for Lieutenant General or higher (civilian equivalent) or Command Sergeants Major who work for LTG's and above and members of their traveling party.

- (2) Exception to #1 will be approved by the DCCS or CG (through the Protocol Chief). Typically the DCCS/CG will make exceptions to #1 for one time visitors to the NTC who have no military rank equivalent (ie. Celebrities, national personalities, etc.) Note: All PCS'ing NTC permanent party Commanders (O-6 and above or their Sergeants Major) may reserve the Irwin House through the Protocol Billeting for PCS moves. The Landmark Inn will charge for PCS moves (this equates to maximum daily allowance for PCS housing).
- (3) The Landmark Inn will give Protocol Billeting notice if another NTC agency is asking to reserve the Irwin House for guests who do not fall into #1 above.
- (4) For all other VIP lodging, it is assigned on a "first come, first serve," basis. Protocol has the final approving authority to assign these VIP billets.
- (5) When vacant VIP billets exist, the Landmark Inn may, with Protocol approval, reserve rooms for O-5 and below. In general, non-VIP's staying in VIP billets will be of a similar rank as the nearby VIP's. If a General Officer is occupying a DVQ, all nearby non-VIP rooms will be assigned to no lower than field grade officers. Otherwise, any rank may stay in the VIP billets as long as the Protocol Office approves.
- (6) Fort Irwin will extend the courtesy of a late check out without an additional charge to all LTG and above (and their civilian equivalents) and members of their traveling party. When this occurs, Protocol will not schedule the room(s) for use for one day after the checkout date so the Landmark Inn can adequate time to clean the room(s).
- (7) When DVQs are not required for distinguished visitors, they will be assigned to other visitors. The Landmark Inn will ensure certificates of non-availability (C.N.A.s) are not being issued when TDY personnel can be accommodated.

9. Food Service

The NTC Protocol Bureau routinely schedules Protocol meals at Reggie's. Protocol Meals are scheduled at the request of the Commanding General and protocol events will have priority over non-protocol events.

- a. The Protocol Bureau will notify Reggie's as far in advance as possible to schedule rooms. Rooms will be reserved for a specific time and with the number of expected guests. Menu selections will be from the club catering menu. Special menu selections not shown in the catering brochure may be requested (time permitting). A special function contract with the club must be signed as soon as possible, by the Billeting/Food NCO, but at least 10 days prior to the event.
- b. RSOI 2: Chief of Protocol briefs the Commanding General and receives approval for Protocol meals for the upcoming rotation. The briefing will include the guest lists, menus, and room assignments for the meals.
- c. RSOI 4: A Protocol Assistant will contract with Reggie's for upcoming Protocol meals. Forty-eight hours prior to the event, the NTC Protocol Bureau will notify the catering manager of the final number of guests who responded to the RSVP. This number includes any deletions or additions of visitors as well as a verification of attendance by rotational General Officers.
- d. One hour prior to the dinner a Protocol representative will go to Reggie's to inspect the set up and place the seating chart and cards.
- e. The NTC Protocol Bureau is responsible for all payments to Reggie's for all contracted events. The club will accept credit cards (American Express, Visa, Master Card), personal checks, purchase orders (Standard Form 1034), or cash. The club will not provide a special cashier to collect payment for any special event (unless otherwise stated in this circular or identified in the special party contract). The Protocol Bureau will use the TBA, credit cards, checks, or other contract as payment for a special event. Payment will be made by close of business the following office day. Off the menu meals will be paid directly to the cashier. Use the VIP entrance at Mess Hall. If an Aide-de-Camp is present, allow him/her to pay for their respective DV. A Sack breakfast and/or lunch may be provided upon DV's request. The Escort Officer will collect \$4.00 for breakfast and \$6.00 for lunch. MRE's are also available. On-Post Restaurants: The Escort Officer will eat with the DV, acting as the command representative of the CG. The driver, unless invited, will stay with the vehicle. Arranged dinners with the CG at Reggie's, the Escort Officer will wait outside in the lobby. For dinners at Reggie's, the Escort Officer and driver will remain at the dinner until it is complete to drive the DV back to his/her quarters, unless granted permission by the CG, DCCS, or highest ranking NTC command representative.

to leave for the duration of the dinner. When a DV is staying at the Irwin House, the Escort Officer and driver will remain at the dinner for the duration of the meal in order to drive the DV and guests to the Irwin House.

10. Helicopter Operations

When delegated by the MACOM, the NTC Commanding General is the approval authority for the use of helicopters to support visitor air movement. During itinerary development the Protocol Bureau will consider all factors involving travel to the NTC. Normally the NTC will provide helicopter transportation for flag officer in the grade of LTG or above and civilian equivalents. All civilians must have flight orders published by G-3 Aviation prior to flying. The NTC Commander will provide helicopter support to and from Barstow/Daggett Airport, Ontario International Airport, Edwards Air Force Base, Southern California Logistical Airport, LAX (Los Angeles), and McCarran International Airport (Las Vegas) for O-9's and above. Point to point travel (i.e. Las Vegas to Fort Irwin) requires an approved Operational Support Airlift (OSA) request from the authorizing officer in the requester's headquarters. This request must be validated and approved at Fort Irwin before the G-3 can task aviation support.

The following factors are considered when determining the use of aviation: arrival/departure times, terminal location, time available, number of helicopters required/available, and weather conditions. The Chief of Staff of the Army is the approving authority to fly any foreign visitors.

For Aircraft Priorities see Appendix ?

GSA Vehicles and HMMWV Operations:

The Protocol Office has three HMMWVs, two 15 Passenger vans, two 7 passenger vans, and one VIP van permanently assigned. Additional vehicles can be requested through TMP as required and as available.

- a. **GSA Vehicles (Non-Tactical):** GSA vehicles will be used for all transportation outside of a field environment. The driver is responsible for maintaining an impeccable appearance of their vehicle. The Transportation NCO will ensure vehicles are dispatched as required, cleaned, and periodic maintenance is scheduled and performed by TMP personnel.
- b. **HMMWVs (Tactical):** HMMWVs will be used for all tactical transportation. The transportation NCO will ensure vehicles are dispatched as required and periodic maintenance is scheduled and performed by maintenance.
- c. **Parking Area:** The transportation NCO will ensure all protocol vehicles are neatly parked and properly secured in the protocol parking area.
- d. **Vehicle Control:** The Transportation NCO is responsible for controlling the protocol vehicle fleet. This includes ensuring vehicles are properly dispatched and maintained from TMP maintenance. The Transportation NCO will assign vehicles to DVs based on itinerary requirements and official party size. As a rule, the VIP van is used for DVs, O-9s, and higher or one time visitors to the NTC who have no military rank equivalent (i.e. Celebrities, national personalities, etc.).

11. Supply

CIF Issue: The Protocol Bureau will maintain a limited quantity of CIF equipment (Kevlar, coveralls, scarves, gloves, Gortex [tops & bottoms], parkas, wet weather gear, and binoculars) for the use of visitors. The NCOIC of the Protocol Bureau maintains the hand receipts. The property is sub-hand-receipted to third party escorts for staff visits. The Protocol Bureau does not require visitors to hand receipt individual equipment. The Protocol Bureau will process losses IAW AR 735-5. The intent is to re-issue the missing property rapidly so shortages do not impact on visitors.

Sensitive Items: The Transportation NCOIC is signed for all of Protocol's sensitive items consisting of 5 AN/PVS-7As, 2 Pluggers, and 6 SINCGARS. Two SINCGARS are locked in each HMMWV. The SINCGARS are sub-hand receipted to the drivers. The AN/PVS-7As and Pluggers are secured in the equipment closet in building 152.

The Transportation NCOIC issues the AN/PVS-7As and 2 AN/PSN-11 Pluggers to the drivers on a DA Form 2062 when the equipment is required.

Accountability: The Protocol NCOIC is accountable for all equipment issued to Protocol. The NCOIC will sub-hand receipt on DA FORM 3161 all the transportation equipment to the Transportation NCO and the drivers will sign for a HMMWV and BII. All items Protocol has issued are printed in the Protocol's Property Book. All hand and sub-hand receipts DA Form 3161 and DA Form 2062 are located in the Protocol Hand Receipt Book.

Food Service Equipment: Protocol's Food Service Specialist signs for all kitchen and food items on DA Form 2062.

Standard levels of office supply stocks: The Civilian Protocol Coordinator maintains an inventory of all office supplies. Any supplies issued to personnel will be documented and dated in the supply closet. The Civilian Protocol Coordinator may order office supplies through any supply catalog preferably the DoD Email.

Equipment Maintenance: Corporation on Contract maintains Protocol's 3 HMMWV's. A PMCS is done on the HMMWV's and vans each day before a mission, also a BEFORE, DURING, and AFTER PMCS will be done on each mission. All vehicles are fueled and cleaned after the completion of each mission. The driver will follow the checklist to ensure they have all equipment and gear as required.(see Driver PCC Checklist, Appendix R).

Automation Equipment: The Protocol NCOIC maintains accountability of computers, copier, fax, and telephones. All software is preloaded in the computers. The office has access to the program disks and manuals located under the fax machine. The Protocol Bureau IASO/IMO is the point of contact for e-mail accounts or any automation problems.

11. Misc. Support

Emergency Photographic Support:

Protocol is authorized emergency photographic support. When emergency photographic support is requested by an authorized agency listed above, NTC Protocol Bureau will contact one of the Johnson Controls Managers listed.

Division Manager	(760) 252-0175
Branch Manager, TSC	(760) 252-1556
Management Analyst	(760) 256-2608

When contacted by Protocol of a requirement for emergency photographic support, Johnson Controls management will authorize the call-in of a photographer. If after exhausting the list and there are no volunteers, the least senior photographer will be directed to report to the E.O.C. for instructions, and then to the appropriate agency.

Transportation of the photographer from the E.O.C. to and from the accident shall be the responsibility of the requesting agency. In accordance with contact requirements, the following Emergency Photographic Call-out Roster is provided. The list is published by seniority and photographers shall be called in the order given below.

EIC Lead	(760) 253-2430
#1 Photographer	(760) 256-5412
#2 Photographer	(760) 255-1446

All agencies listed in paragraph one above are requested to submit a DA Form 3903 (Work Order) in advance for emergency photographic support through TSD, Building 492. This work order will be held until support is required, and then processed.

Support requested through G-3: All support requests for additional HMMWV's and escort personnel will be typed by the Protocol Transportation NCO on a memorandum and sent through the G-3 at least 35 days prior to the event.

Gift Exchanges:

- (1) Gifts to Visitors: Units, commands, or individuals desiring to present mementos or other gifts to visitors should coordinate with their Staff Judge Advocates or other appropriate legal advisors prior to presenting the mementos or gifts.
- (2) Gifts received by Visitors: The gifts presented to the Commanding General by visitors will be displayed in the trophy case at Post Headquarters or the Post Museum.

Issuing Equipment to VIP's: The transportation NCOIC will issue any TA-50 to the Aide-de-Camp or appropriate representative of the DV on a DA Form 3161 for the DVs.

Flags/Star Plates

The Protocol Bureau Office maintains full-size and table flags for General Officers. Full size flags are red with white stars-designed primarily for USA. USN flags are dark blue with white stars (vertical/circular pattern), USAF are light blue with white stars, and USMC are red with white stars (vertical/circular pattern). Table flags are available with both red and blue backgrounds to be used according to the branch of visiting GO. Those individuals with unique flags (i.e., CSA, CJCS, SECDEF) will bring their own flags if the visit warrants display. Units need to submit a written request in memorandum format one week prior stating what flags they need, how many, the purpose, etc. The Protocol Office maintains vehicle plates for all GO's including most Distinguished Visitors who may warrant unique plates or distinctive insignia (i.e., CSA, SECDEF, Secretary of the Army). Units may request and hand receipt these flags and vehicle plates when hosting visits of General Officers.

13. Funds Available

There are two types of Contingency Funds for NTC Protocol functions, BA11 and BA44.

- (1) BA11 is the account that resources functions for official courtesies for American Visitors. Examples for the use of this account at the NTC would be the Commanding General's New Year Reception (annually) and the Commanding General's Change of Command Reception. FORSCOM must approve the use of this fund if it is used for the incoming Commanding General's reception when prominent local and State Officials are invited (AR 37-47 paragraph 2-3). Sufficient funds must be made available before the obligation is incurred. Only the contingency fund budget analyst in the DRM can authorize commitment of these funds (AR 37-47, paragraph 3-1d). Federal, State, county, and local officials such as the President and Vice President of the United States, Cabinet members, Congress members, State governors, and city mayors are authorized for these funds. For parties of less than 30 persons, approximately 20 percent of the official guest list should be authorized guests and members of their party. For parties of 30 or more persons, approximately 50 percent of the official guest list should be authorized guests and members of their party.
- (2) BA44 is the account that resources functions for foreign visitors. Examples for the use of this account at the NTC would be a memento for the senior foreign visitor. The Commanding General may want to host a funded lunch or dinner for the distinguished foreign visitor that meets the requirement in AR 37-47.

Protocol has 4 cellular phones for communication outside the range of RCS and as a secondary means of communication between escorts and base.

Phone Roster see Appendix F (Mojave List)

Appendix B

Escort Officer Brief:

The Escort Officer is critical to the success of a DV's visit. The escort's knowledge of NTC & Ft. Irwin will ensure the DV enjoys the visit and has the opportunity to view or be briefed on what they have expected. During a DV's stay the escort is the CG's command representative with the DV. The escort's professionalism, knowledge, and military bearing reflect directly upon the NTC & Fort Irwin. To ensure a successful visit, use the DV's time as efficiently and effectively as possible and understand the following:

- a.** Know the visitor's name, position, and visit intent.
- b.** Understand the itinerary.
- c.** In the event of a suggested itinerary change, the driver and/or escort will notify the Protocol Officer for approval and dissemination.
- d.** Ensure the escort understands special equipment needs during visit (NODs, maps, RCS, cellular phones, etc.).
- e.** Communications: Driver will maintain communication with Coyote Base (RCS and/or cellular phone).
- f.** Understand transportation plan (vans, HMMWVs, UH-60s) and transload plan.
- g.** Uniform:
 - (1)** Garrison: BDUs.
 - (2)** Field: BDUs, Kevlar, and LBE.
 - (3)** All personnel riding in HMMWV will wear Kevlar and goggles at all times.

Special Equipment

COMMO

RCS handheld radios

Cellular phone

TA-50

Kevlar w/ appropriate rank

Goggles

Wet/cold weather gear if needed

INTEL

Maps of BLUFOR/OPFOR

BILLETING

Ensure guest pays before 1100 hrs

SIGNAL:

OCCS Callsigns

Commanding General	LEAD 6
Aide-de-Camp	LEAD 6A
Deputy Commander/Chief	LEAD 7
Secretary General/Chief	LEAD 7A
Protocol Officer	COYOTE 6
Deputy	COYOTE 9
Special Projects Officer	COYOTE 5
Protocol NCOIC	COYOTE 4
Transportation NCO	COYOTE 3
Drivers	COYOTE 3A-G
Billeting/Food NCOIC	COYOTE 8
Protocol Project Officer	COYOTE 9A
Operations Center NCOIC	VULTURE 40